



TOWN of GRAFTON
Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov

RECEIVED TOWN CLERK
GRAFTON, MA

2021 OCT 29 AM 10:33

Grafton Public Library Board of Library Trustees
REGULAR MEETING
MINUTES
Wednesday September 22, 2021 7:00pm via Zoom

Attended: Aaron Vandesteen, Chair; Douglas Bowman, Trustee; Dana Wilson, Trustee; Martin Estner, Trustee; Beth Gallaway, Library Director; Stephanie Teixeira, Vice-Chair; Cyndi Zarriello, scribe

Excused: Daniela Sharma, Trustee; Karen Ceppetelli, Trustee

Guest(s): Chuck Brown, Cassie Brown

CALL TO ORDER

The meeting of the Library Board of Trustees was called to order by Aaron Vandesteen, Chair, at 7:06 pm.

This meeting was convened via Zoom conference as posted on the Town's website, identifying how the public may join. Aaron read the Script for Remotely Conducted Open Meetings and Public Meeting Remote Participation Guidelines. Of note, this meeting is being recorded, and attendees are participating by video conference.

APPROVE MINUTES

Marty Estner made a motion to accept the minutes from the September 14th meeting, seconded by Doug Bowman and approved by all through a roll call vote. The August 25th minutes were tabled until the next meeting.

APPROVE BILLS

Stephanie Teixeira made a motion to accept warrants 10 through 13 and signed by Library Director Beth Gallaway, seconded by Doug, with approval by all through roll call vote.

ON-GOING BUSINESS

- **MPLCP – Beth Gallaway**
 - No closer to opening the Library due to lack of phones, shelving, alarm system, security gates, public computers.

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- Meeting rooms may not be available due to using as storage.
- Hoping to open the first full week in October.
- Stephanie has a concern with the press release issued by the construction company in *The Grafton News* dated 9/16. It stated the renovations are completed and the opening ceremony is on October 1st.
- We can't start collecting the 4,000 items that are out because we don't have enough shelving to put it all away. There is no ship date for the rest of the shelving. The sorter room is $\frac{3}{4}$ full now.
- A discussion was held on how to open without having everything we need.
- No certificate of occupancy as of 9/22/21, only a temporary one.
- Aaron wanted to know what assistance the Board can give. Beth recommended
 - Help putting material on shelves
 - Physical labor
 - CHOCOLATE
- **Grand Reopening - Dana Wilson**
 - This has been postponed with no future date set.
 - Will set a date with Beth once we are closer to being done.
 - Marty said we are all disappointed the Library isn't ready now. However with COVID, the Suez Canal, material shortages and everything else it's hard to accept reality. We will have a grand opening and will celebrate when we do have it all done. This is just a series of problems that need to be solved.
- **FY22 Budget Update - Beth Gallaway**
 - We're spending money and some categories are higher and some are lower than expected but there is no concern today about the budget.
 - A discussion was held as to whether specific bills have been paid or not.
- **IT Update - Beth Gallaway**
 - We've had success submitting items to the new company.
 - William Blake is helping to order things that still need to be ordered.
- **Capital Campaign Update - Dana Wilson**
 - The Capital Campaign is working on the donor wall and creating plaques for the rooms with Sunshine Sign Company. It looks great.
 - We have 104 donors and will try to get a few more donors.

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- We will have a steady income for the next 10 years.
- The landscaping plan is close to having a signed contract for the front, teen patio, tiered garden and plants.
- Any volunteer can just weed any garden bed when they want.
- **Advocacy - Aaron Vandesteen**
 - Once Andy stepped away from the OPM role, Beth has been trying to perform that duty and her job. It's been very difficult to coordinate the resources.
 - Working to have William Blake to be at the library for a couple of hours every day to take that over from Beth.
- **Friends Membership - Stephanie Teixeira**
 - Next Friends meeting will be September 30, 2021 at 7:30pm.
 - I Love my Librarian Award is being accepted through September 27th. It is up to 10 people receiving \$5,000. The librarian must have a Master's degree in Library Science. Sarah, Allison, Heidi, Beth and Patti Keller are the Grafton librarians who are eligible for this award.
 - Please consider nominating staff:
<http://www.ilovelibraries.org/lovelib/librarian/home>
- **Building and Grounds - Beth Gallaway**
 - The punch list is a mess but we are working on it.
 - Who is on the Walk About Committee? Karen? Doug Bowman volunteered.
- **COVID-19 Update - Beth Gallaway**
 - The COVID tracking procedure was reinstituted two weeks ago.
 - Signage for Mask Mandate - we have Evan's memo; our own illustration; plus we have masks on hand.
 - We are not allowing people to come into the building without masks; if they do, then they are in violation of our code of conduct. We will be having Assertiveness Training on Friday, October 1st.
 - Programming for children will be outside and in the community room where we can spread out.
 - There will be not be food at any programs.

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NEW BUSINESS

- **Eagle Scout Presentation on the Eagle Trail**
 - Cassie Brown, a freshman at Grafton Public School, wants to put in a ½ mile loop trail referred to as the Eagle Trail starting at the end of the library's parking lot.
 - Trail will take approximately 4 weeks to complete and cost approximately \$1,571.
 - Cassie wants to have the trail be a resource for the library.
 - Beth has a concern with parking. The trail head is at the back of the library parking lot, but the lot is for library use only. Will need to research with MBLC. The Scout may need to consider another entrance point if the library parking lot cannot be used.
 - Stephanie raised a concern around how the project affects the grant.
 - Marty brought up some legal issues to think about with the project: environmental and engineering issues
 - Concern about trash and who will maintain the trail over time.

- **Teen Advisor to the Board – Tabled**

- **Diversity, Equity, Inclusion statement - Tabled**

POLICY REVIEW

Will resume after the holidays.

DIRECTOR'S REPORT

- Still placing holds for other pick-up locations.
- Using a lot of online resources.
- Adult book groups are going strong on Slack.
- There were issues with the LEGO builds: people took LEGO kits that didn't have their name on it. This soured the end of the summer program.
- The Select Board proclaimed September as Library Sign Up Month.
- Remember Tutor.com offers free tutoring from 2 - 9 pm daily.

PUBLIC INPUT - none

NEXT MEETING - October 27, 2021 at 7pm via zoom

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Marty made a motion for the October 27th meeting to be convened via zoom. Dana seconded the motion with all in favor by roll call vote.

ADJOURNMENT

Marty made a motion to adjourn the meeting at 8:48 pm, seconded by Doug, with all in favor by roll call vote.

Respectfully Submitted,
Cyndi Zarriello

Attachments: Agenda, September 14, 2021 Minutes, Warrants 10-13, Eagle Trail presentation, August Director's Report, August 2021 stats.

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 11925

Effective Date: 09/16/2021

Year: 2022

Post Date: 09/07/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
56257	295 TOWN OF GRAFTON	130400	61.95		1.610.2.5230	NON-ENERGY UTILITIES	61.95	Validate
56254	191 KOOPMAN LUMBER CO INC	951531	38.98		1.610.2.5240	REPAIR AND MAINTENANCE	38.98	Validate
56254	191 KOOPMAN LUMBER CO INC	958068	14.97		1.610.2.5240	REPAIR AND MAINTENANCE	14.97	Validate
56254	191 KOOPMAN LUMBER CO INC	960387	11.68		1.610.2.5240	REPAIR AND MAINTENANCE	11.68	Validate
56256	9897 MIDWEST TAPE, LLC	500925875	24.99		1.610.2.5515	EDUCATIONAL SUPPLIES	24.99	Validate
56287	3613 INGRAM LIBRARY SERVICE	54672864	11.84	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	11.84	Validate
56287	3613 INGRAM LIBRARY SERVICE	54672865	17.37	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	17.37	Validate
56287	3613 INGRAM LIBRARY SERVICE	54672866	173.08	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	173.08	Validate
56287	3613 INGRAM LIBRARY SERVICE	54672867	99.24	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	99.24	Validate
56258	2359 WALL STREET JOURNAL	100620011323	539.88		1.610.2.5516	PERIODICALS	539.88	Validate
56253	100 BOSTON GLOBE	66632213	116.82		1.610.2.5516	PERIODICALS	116.82	Validate
610 EXPENSES Total							\$1,110.80	
.61 GIFT ACCOUNT								
56322	6148 OLD STURBRIDGE, INC.	OSV9821	400.00		29.610.361.5400	SUPPLIES	400.00	Validate
56323	10899 THE TRUSTEES OF	TOR9821	200.00		29.610.361.5400	SUPPLIES	200.00	Validate
.61 GIFT ACCOUNT Total							\$600.00	
Schedule #11925 Total							\$1,710.80	

To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 1,710.80
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer



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Grafton Public Library Board of Library Trustees

SPECIAL MEETING

MINUTES

Tuesday September 14, 2021 7:00pm via Zoom

Present: Aaron Vandesteen, Chair; Daniela Sharma, Trustee; Dana Wilson, Trustee; Douglas Bowman, Trustee; Karen Ceppetelli, Trustee; Martin Estner, Trustee; Beth Gallaway, Library Director

Excused: Stephanie Teixeira, Vice-Chair

Guest(s): Cyndi Zarriello, scribe

CALL TO ORDER

The meeting of the Library Board of Trustees was called to order by Aaron Vandesteen, Chair at 7:08 pm.

This meeting was convened via Zoom conference as posted on the Town's website, identifying how the public may join. Aaron read the Script for Remotely Conducted Open Meetings and Public Meeting Remote Participation Guidelines. Of note, this meeting is being recorded, and attendees are participating by video conference.

Meeting Room Policy

- A discussion was held around who determines non-profit status? The policy states "The Director and Board of Library Trustees" on a case-by-case basis
- Beth confirmed the order of bullets was deliberate
- Karen Ceppetelli made a motion to accept the Meeting Room Use Policy and Dana Wilson seconded. Motion as reviewed was passed unanimously by a roll call vote.

Facilities Rental Policy without non-profit status

- Recommended edit: websites listed be amended to "available on town website"?
- A discussion was held around whether there was money involving staff to allow for meetings. Not in theory, with key card and gate.
- A question was raised around the language of prohibiting meetings "disturbing to others?" – a moot point if Facility Rental is only allowed during non-operating hours.

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- A question was raised around handling of the money from the facility rental -- does the Library keep it? Yes, It comes to the administrative office and would like it to go to a revolving account or gift account.
- A question was raised around timing -- why require three weeks advance notice? Beth explained we need time to process requests, to give training, and we reserve the right to do case by case approval quicker if possible.
- Suggested corrections: "beverage" is misspelled; eliminate "only"
- A question was raised around why rent only during non-library hours? Beth explained the nature of a "free & public" library – we don't want confusion over payment, access, marketing, etc.
- A question was raised around limiting to non-profit use? Beth explained so there is no confusion as to needing to pay for something during library hours.
- Doug Bowman made a motion to approve the Facility Use Policy as reviewed and amended. Dana seconded the motion. This was passed with a unanimous roll call vote.

Dana stated that we try the policy and see how it works. Many people are looking forward to the use of these spaces. It was recommended to review this policy in six months to a year.

Bibliotemp - Beth Gallaway

- A desire for quick qualified staffing coverage since there is no time to interview.
- What happens January 1, 2022 since this is through December 31? Beth will hire new staff sometime in the next three months.
- Marty Estner made a motion for the Board to approve the request to hire temporary personnel for up to \$33,756.75 to terminate on 12/31/21 from State Aid. Karen seconded the motion. The motion was passed unanimously by a roll call vote.

Karen made a motion to adjourn and Daniella Sharma seconded the motion. The motion was passed unanimously by a roll call vote.

PUBLIC INPUT - none

NEXT MEETING: Wednesday, September 22, 2021 at 7:00pm

Reminder that there is a remote meeting policy where a Board member can call in and participate via phone.

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ADJOURNMENT

Marty motioned to adjourn the meeting at 8:40 pm, seconded by Karen, with all in favor by roll call vote.

Attachments: Agenda, Meeting Room Use Policy, Facility Rental Policy, Bibliotemps Client Rate Sheet, Bibliotemps proposal.

Respectfully Submitted,
Cyndi Zarriello



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RECEIVED TOWN CLERK
GRAFTON, MA

2021 SEP 20 PM 3:36

**Grafton Public Library Board of Library Trustees
REGULAR MEETING**

NOTICE / A G E N D A

Wednesday September 22, 2021 7:00pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/88189458443?pwd=cFpQZ2dEckNCeHFxVjdxR1QxMWtWUT09>

Find your local number: <https://us02web.zoom.us/j/88189458443?pwd=cFpQZ2dEckNCeHFxVjdxR1QxMWtWUT09>

Meeting ID: 881 8945 8443

Passcode: 822673

- I. Call to Order**
- II. Approve Minutes (August 25, 2021; September 14, 2021)**
- III. Approve Bills FY22 Warrants #10, 11, 12, 13**
- IV. On-Going Business**
 - MPLCP (Building Program/Grant) - Beth Gallaway
 - Grand Reopening – Dana Wilson
 - FY22 Budget Update - Beth Gallaway
 - IT Update - Beth Gallaway
 - Grafton Public Library Capital Campaign Update - Dana Wilson
 - Advocacy - Tabled
 - Friends Membership & Update – Stephanie Teixeira
 - Building & Grounds – Beth Gallaway
 - COVID-19 Update - Beth Gallaway
- V. New Business**
 - Presentation: Cassie Brown, Eagle Scout Candidate: "The Eagle Trail"
 - Vote to endorse "The Eagle Trail"
 - Teen Advisor to the Board - Tabled
 - Diversity, Equity, Inclusion statement - Tabled
- VI. Policy Review**
- VII. Director's Report**
 - Stats
 - Staff
- VIII. Public Input –**
- IX. Next Meeting: Wednesday October 27, 2021 at 7:00pm**
- X. Adjournment**

Director's Report

August 2021

Construction fencing was removed Monday August 9. The Library relocation continued into the month of August, with WB Meyer delivering a final load of items to 35 Grafton Common on August 10; only the book drop remains to be moved. Key turnover occurred August 13, and Clerk of the Works Andy Deschenes gave notice Friday August 25.

At the end of August – indeed, at the third week of September, we are still lacking:

- phones
- fax lines run from the electrical room to the fax/copier/printers
- public computers
- key cards
- a working alarm system
- panic buttons
- security gate at the Common entrance and the 2 hard wired laptops to manage the gates and door count
- additional ethernet drops at the place where computers were indicated on the drawings
- additional electric outlets at the place where computers were indicated on the drawings
- doors for study rooms, maker space and Community Room, the hanging art system (with a display ready to go up)
- the remainder of the shelving or furniture, the 2 additional self-checks and DLP wand, and miscellaneous FF&E
- A phone tree of who to call (for each system) when issues come up with lighting, alarms, HVAC etc.

The Grafton Public Library was open hours in August, and circulated 4,117 physical items (mostly renewals and a few staff checkouts) and 3,224 digital items. We hosted multiple tours, meetings and visits from contractors and vendors related to reopening the Grafton Public Library.

The Director attended construction meetings and Building Committee Meetings and had many impromptu conversations around issues related to IT, security, alarms, policy, procedure, and logistics. Beth completed the ARIS report and worked on punch list items and led a tour for Tower One with Captain Michael Killen – the firefighters saw the Knox Box, alarm panel, sprinkler room, electrical rooms, and orientation for sprinklers, fire extinguishers, and AED locations. She met with architects, a building committee member, and gave a tour. She had phone meetings with Board of Library Trustees and MBLC. She cleaned up at St. Andrews – the container garden, book drop, a Xerox, and 4 boxes need to be moved still. The refinished antique tables were returned Thursday. The interior ramp was worked on at the end of the month. Phone testing was scheduled and needs further coordination with the Town and IT. WE still have outstanding furniture and shelving, with no ship date.

A Grand Reopening Committee meet at the beginning of August and decided to only move forward only with a Ribbon cutting ceremony on Friday October 1 at 11am WHICH HAS SINCE

Director's Report

August 2021

BEEN POSTPONED due to lack of completion of necessary items to reopen to the public, and elected to postpone the Saturday October 2 events for families to a 1-year anniversary celebration next August, and a Jerome Wheelock evening birthday celebration in June 2022 Eileen worked on bills, called newspaper delivery to find out why papers are not arriving at the new location, scheduled Ransford Pest Control, corresponded with town on sewer and water bills, assisted with canceling the old fax line at 53 N. Main Street, and provided some ARIS stats to Beth.

Sarah, Allison and Beth interviewed two candidates for the Children Library Assistant vacancy and Jen and Cyndi provided tours of the library building. A part-time administrative assistant position was posted. Beth began preparing a Bibliotemps request for additional staffing as we work to fill vacant positions.

Children's Services

This month we were finally able to begin the big move back to the common! CR staff were hard at work setting up their staff workstations, rearranging furniture to optimize the flow of the collection and increase line of site visibility, and began to tackle craft supply and program material organization. While we were all so excited to be in the new space, the delay in shelving has been a challenge since we were unable to put the collection in its proper place, shelf read, and actually put out craft supplies in the closet.

We ran our final two LEGO mini build programs, but many of our final build kits, the Reading Unicorn, were taken and there was lots of back and forth with disappointed, but patient families who reached out in confusion when they went to pick up their kits and found an empty box. After a plea for their return via social media, eleven Reading Unicorn kits were returned anonymously to the library. All of our families were able to participate, but it did make for a stressful few days.

In honor of Free Comic Book Day, we had a Comic Book Workshop hosted by Matt Ryan of Free Lunch Comics. He presented a short history of comics to the group and ended the program with a figure drawing lesson. Grab and go kits continued to be offered throughout the month of August.

Sarah met with a member of the Friends to discuss next summer's reading program and fundraising opportunities. She also compiled SLP statistics for the ARIS report and the MLS end of summer library survey and continued to refurbish library carts.

Teen Services

Allison worked on Kit pickup of Summer Reading Program DIY programs, taught online, and continued setting up the Teen Services space and planning the Winter Reading Program.

Director's Report

August 2021

Adult Services

Allie continued to work on our Mind, Body and Spirit display. Staff continued to unpack, organize space, and attempt to find storage for supplies and other things as much as able without a significant amount of shelving. They practiced with Princh, monitored the new AMH system, updated museums passes, and completed off-desk projects, such as reviewing our list of 100 Novels every library should own, identifying best sellers not already ordered, reading the RA selection *Mistress of the Art of Death* in preparation for an upcoming training, and attended webinars.

Staff placed 1 hold. We had one volunteer who put in 2 hours. We received two new volunteer applications, bringing the total to 31, not counting the folks we know are returning (at least 7 so far). We will review the new applications soon and begin the process of bringing them onboard.

We issued 19 new Grafton Public Library cards, and corrected 5 accounts for Grafton patrons after running the "Patrons with wrong home library" report, which we are now running monthly. There were 11 Museum Pass reservations; 9 were picked up and there were 2 "No Shows"

Adult programming included LEGO mini-builds: Bunny and Reading Unicorn; a comic book workshop with Matt Ryan, and a celebration of Free Comic Book Day. We held the following virtual book discussion groups:

- "Not Just for Young Adults" Book Discussion Group met virtually to discuss *Elatsoe* by Darcie Little Badger
- Daytimers Book Group met virtually to discuss *Cat Shout for Joy* by Shirley Rousseau Murphy
- GPL Mystery Book Group met virtually to discuss *Dead as a Dinosaur* by Frances and Richard Lockridge
- "Reads Well with Others" Adult Book Discussion Group met virtually to discuss *The Mountaintop School for Dogs and Other Second Chances* by Ellen Cooney
- The "Inspirational Book Club" met virtually to discuss *Peacebunny Island: the extraordinary journey of a boy and his comfort rabbits, and how they're teaching us about hope & kindness* by Caleb Smith.

Allie was designated the Princh point person, and she spent time setting it up on the staff computers. IT needs to set it up on each patron computer. As we continue to use it, it's less clear it will serve our needs. Sandhya got the MBLC Wi-Fi hotspots charged and registered and added to Library of Things. Jane updated a list of local AA/NA Meetings.

<https://docs.google.com/document/d/1wiYRrHhUX3QtdZJCUfMNRuNMN3m6SznZXbzo31O3y3c/edit>. Taylor shelf-read and his Carolyn Dee volunteered to repot library indoor plants.

Director's Report

August 2021

Technical Services

582 items were added in August. Donna set up and organized TS office, requested records from C/W MARS for new titles unique to us, added an extremely large YA collection of new manga and graphic novels, did original cataloging and packaged items for the Library of Things in the Adult and Children's collection and assisted Heidi, Sandhya, Ranjita and Jane with washing and storing the old set of library dishes.

Staff Update

Staff attended a key training and a training on the Xerox copier, (which still has not been set up to fax) and on the new Automated Materials Handling (AMH) equipment by Bibliotheca representative. Staff were interviewed for the Wage and Compensation study.

Beth was a panelist on the topic of Leading with Compassion for a New England Library Association Advocacy Day. Mare continued to prepare her paperwork for the para librarian level 2 application due this fall and attended the "State of Reader's Advisory" webinar.

Staff attended webinars on

- "Neurodiversity @ the Library" -RH
- "Get Started with new Libby" -RH
- "Privacy, Confidentiality, and Intellectual Freedom in the Library"-JB
- "Crash Course on Romance" -RH
- "Crash Course on Historical Fiction" -RH

All staff are reading *Mistress of the Art of Death* by Ariana Franklin for our next reader's advisory training in September. In medieval Cambridge, England, Adelia, a female forensics expert, is summoned by King Henry II to investigate a series of gruesome murders that has wrongly implicated the Jewish population, yielding even more tragic results. As Adelia's investigation takes her behind the closed doors of the country's churches, the killer prepares to strike again.

YES Log

-

NO Log

No, we are not scheduling meeting rooms at this time (numerous requests)

No, your items are not due, but you can return to any C/W MARS member library! (I got an email saying my items are due tomorrow. Are they due/Are you open?) -by phone, FB, email (numerous requests)

No, we are not open

No, we don't have a date to open

Director's Report

August 2021

Patron Comments

all month - When is the library opening? (numerous) - if we knew, I'd be posting a date. Reopening hinges on many things absolutely outside of our control, but until we receive and install the remaining shelving, we can't accept returns, circulate items, or open. And until we get training on various new systems, some of which are still in process of getting installed, we can't open.

8/30 "Both of your voicemails are very, very well done....Again, good job on the voicemail" [A librarian from the library in Williamstown thinks our outgoing phone message is excellent; lots of excellent and useful information and without ums and ahs. She shared this when I returned her call.] -HF

Respectfully submitted,

A handwritten signature in cursive script, reading "Elizabeth B. Gallaway".

Beth Gallaway

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 11899

Year: 2022

Effective Date: 09/09/2021

Post Date: 09/02/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
56087	5667 LOWE'S	08183	243.05		1.610.2.5210	ENERGY	243.05	Validated
56086	10533 NSTAR GAS COMPANY	10658590020	26.49		1.610.2.5210	ENERGY	26.49	Validated
56086	10533 NSTAR GAS COMPANY	28556580018	61.44		1.610.2.5210	ENERGY	61.44	Validated
56029	540 MASSACHUSETTS ELECTRIC	40461-92012	162.41		1.610.2.5210	ENERGY	162.41	Validated
56029	540 MASSACHUSETTS ELECTRIC	52927-27019	364.83		1.610.2.5210	ENERGY	364.83	Validated
56034	9475 ULINE, INC.	137858259	77.44		1.610.2.5240	REPAIR AND MAINTENANCE	77.44	Validated
56031	255 RANSFORD PEST CONTROL	420625	75.00		1.610.2.5240	REPAIR AND MAINTENANCE	75.00	Validated
56066	9915 LEBLANC, EILEEN J.	REIM	2.75		1.610.2.5340	COMMUNICATIONS	2.75	Validated
56027	10353 BANISTER, SARAH	REIM	16.49		1.610.2.5420	OFFICE SUPPLIES	16.49	Validated
56068	9897 MIDWEST TAPE, LLC	500887421	44.98		1.610.2.5515	EDUCATIONAL SUPPLIES	44.98	Validated
56068	9897 MIDWEST TAPE, LLC	500887423	34.89		1.610.2.5515	EDUCATIONAL SUPPLIES	34.89	Validated
56068	9897 MIDWEST TAPE, LLC	500907965	49.98		1.610.2.5515	EDUCATIONAL SUPPLIES	49.98	Validated
56131	9897 MIDWEST TAPE, LLC	500927399	1,152.02	10115	1.610.2.5515	EDUCATIONAL SUPPLIES	1,152.02	Validated
56046	3613 INGRAM LIBRARY SERVICE	54546356	136.98	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	136.98	Validated
56046	3613 INGRAM LIBRARY SERVICE	54546357	192.12	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	192.12	Validated
56066	9915 LEBLANC, EILEEN J.	REIM	13.44		1.610.2.5710	INSTATE TRAVEL	13.44	Validated
610 EXPENSES Total							\$2,654.31	
.61 GIFT ACCOUNT								
56046	3613 INGRAM LIBRARY SERVICE	54546355	257.71		29.610.361.5400	SUPPLIES	257.71	Validated
.61 GIFT ACCOUNT Total							\$257.71	
Schedule #11899 Total							\$2,912.02	

To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 2,912.02
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 11878

Year: 2022

Effective Date: 09/02/2021

Post Date: 08/25/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
55848	1536 VERIZON	351-410-107-0001-23	28.19		1.610.2.5340	COMMUNICATIONS	28.19	Validated
55848	1536 VERIZON	9885612797	26.31		1.610.2.5340	COMMUNICATIONS	26.31	Validated
55865	2118 W. B. MASON CO	222695129	9.92		1.610.2.5420	OFFICE SUPPLIES	9.92	Validated
55870	9836 OVERDRIVE, INC.	01050CO21310873	198.99		1.610.2.5515	EDUCATIONAL SUPPLIES	198.99	Validated
55867	6526 SCHOLASTIC LIBRARY	311447548	1,891.00	009986	1.610.2.5515	EDUCATIONAL SUPPLIES	1,891.00	Validated
55837	3613 INGRAM LIBRARY SERVICE	54421384	34.67	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	34.67	Validated
55837	3613 INGRAM LIBRARY SERVICE	54421385	9.69	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	9.69	Validated
55837	3613 INGRAM LIBRARY SERVICE	54421387	14.73	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	14.73	Validated
55837	3613 INGRAM LIBRARY SERVICE	54421388	1,329.84	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	1,329.84	Validated
55836	100 BOSTON GLOBE	66632213	199.66		1.610.2.5516	PERIODICALS	199.66	Validated
55837	3613 INGRAM LIBRARY SERVICE	54421386	72.05		1.610.2.5717	Programs	72.05	Validated
610 EXPENSES Total							\$3,815.05	
.61 GIFT ACCOUNT								
55837	3613 INGRAM LIBRARY SERVICE	54421384	13.50		29.610.361.5400	SUPPLIES	13.50	Validated
55837	3613 INGRAM LIBRARY SERVICE	54421388	27.16		29.610.361.5400	SUPPLIES	27.16	Validated
55848	1536 VERIZON	9883443343	49.17		29.610.361.5400	SUPPLIES	49.17	Validated
.61 GIFT ACCOUNT Total							\$89.83	
Schedule #11878 Total							\$3,904.88	

To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 3,904.88 have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 11943

Effective Date: 09/23/2021

Year: 2022

Post Date: 09/14/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
56379	2118 W. B. MASON CO	223207366	33.95		1.610.2.5240	REPAIR AND MAINTENANCE	33.95	Validate
56689	4685 STAPLES CONTRACT &	3487037503	56.92		1.610.2.5240	REPAIR AND MAINTENANCE	56.92	Validate
56689	4685 STAPLES CONTRACT &	3487037507	53.52		1.610.2.5240	REPAIR AND MAINTENANCE	53.52	Validate
56380	5578 AMAZON.COM LLC	645667844968	41.47		1.610.2.5240	REPAIR AND MAINTENANCE	41.47	Validate
56694	9812 GALLAWAY, ELIZABETH S.	REIM	41.62		1.610.2.5340	COMMUNICATIONS	41.62	Validate
56379	2118 W. B. MASON CO	223162420	19.72		1.610.2.5420	OFFICE SUPPLIES	19.72	Validate
56379	2118 W. B. MASON CO	223197757	15.11		1.610.2.5420	OFFICE SUPPLIES	15.11	Validate
56379	2118 W. B. MASON CO	223208782	21.34		1.610.2.5420	OFFICE SUPPLIES	21.34	Validate
56684	3613 INGRAM LIBRARY SERVICE	54769026	-35.32	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	-35.32	Validate
56684	3613 INGRAM LIBRARY SERVICE	54779593	16.14	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	16.14	Validate
56684	3613 INGRAM LIBRARY SERVICE	54779594	77.55	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	77.55	Validate
56380	5578 AMAZON.COM LLC	645667844968	9.69		1.610.2.5515	EDUCATIONAL SUPPLIES	9.69	Validate
56380	5578 AMAZON.COM LLC	796565397493	9.99		1.610.2.5515	EDUCATIONAL SUPPLIES	9.99	Validate
56378	11837 THE NEW YORK TIMES	906850375	51.00		1.610.2.5516	PERIODICALS	51.00	Validate
56694	9812 GALLAWAY, ELIZABETH S.	REIM	28.80		1.610.2.5710	INSTATE TRAVEL	28.80	Validate
56380	5578 AMAZON.COM LLC	439538954338	22.09		1.610.2.5717	Programs	22.09	Validate
56380	5578 AMAZON.COM LLC	468865784434	10.79		1.610.2.5717	Programs	10.79	Validate
56684	3613 INGRAM LIBRARY SERVICE	54779592	17.17		1.610.2.5717	Programs	17.17	Validate
56380	5578 AMAZON.COM LLC	796565397493	30.82		1.610.2.5717	Programs	30.82	Validate
56694	9812 GALLAWAY, ELIZABETH S.	REIM	40.78		1.610.2.5717	Programs	40.78	Validate
610 EXPENSES Total							\$563.15	

Schedule #11943 Total **\$563.15**

To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 563.15
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer